

CITY CLERK ASSISTANT II

DISTINGUISHING FEATURES

The fundamental reason the City Clerk Assistant II exists is to perform a variety of clerical work to support the City Council agenda process, financial responsibilities and records information within the City Clerk's office. This classification is not supervisory. Work is performed under the immediate supervision of the City Clerk. The City Clerk Assistant II is distinguished from the City Clerk Assistant I by the former having the responsibility for the more complex support functions of the office.

ESSENTIAL FUNCTIONS

Assist in coordinating with City-wide staff to gather, assemble, make corrections and changes, and distribute information for the City Council packets.

Reviews and reconciles financial statements, and submittals of authorization for payment to financial services.

Acts as the office team leader for the budget documentation process, ensuring timely documentation and budget guidelines are met.

Provides quality customer services in records information responsibilities by assisting in the implementation of new technology and procedures, maintaining records, and conducting records research for the council, staff and general public.

Maintains office supplies; performs general clerical work to produce council packets, petitions, and correspondence.

Assumes an active support role in the planning and actual conduction of municipal elections. Assists candidates with election forms; assists citizens with voter information; and administrative preparation for the primary and general elections.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Open Public Meeting Law as it pertains to legal notices and records; business English, grammar, spelling, and arithmetic.

Ability to:

Operates a variety of standard office equipment, including a personal computer, that requiring continuous and repetitive eye and arm or hand movement;
establish and maintain positive working relationships with the City Council, City Manager, City staff, co-workers, and the general public;
communicate face to face and over the phone to effectively and courteously respond to customer requests, sometimes under stressful circumstances;
demonstrate good judgment in maintaining inventories, organizing reports and compiling documents;
be proficient in using a personal computer, a variety of computer software, and other office equipment essential to performing daily activities;
maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of training, education and experience equivalent to 3 years of responsible clerical experience, including customer service and records management environments.

FLSA Status: Non-exempt

HR Ordinance Status: Classified

